

10/30/63
 Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040110-9
 Distribution of Records to Officers at Oct 30, 1963
 Meeting held in 1E-78, Rm. 100
 Being held at Res. Ctr.
 C-O-N-F-I-D-E-N-T-I-A-L

STAT

August 1963

COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS (2,000 PIECES OF PAPER) FOR ONE YEAR.

I. AGENCY OFFICE COSTS

1. Equipment - The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 10 years, this equipment would cost \$25.90 per year or \$3.24 for one cu. ft. capacity
2. Space - One cu. ft. of records requires one sq. ft. of floor space - - - - -
3. Cost to Store One Cu. Ft. of Records for One Year - - - - -
4. Personnel - One employee, GS-4 - \$4,670, can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency").
5. Cost to Service One Cu. Ft. of Records for One Year - - - - -
6. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS (ONE HALF FILE DRAWER) PER YEAR IN OFFICE SPACE - - - - -

STAT

II. AGENCY RECORDS CENTER COSTS

1. Construction Cost
 - a. Construction cost of Center including equipment - - - - -
 - b. Total cost per year based on 20 years amortization - - - - -
2. Space - Cost per cu. ft. per year based on 103,380 cu. ft. capacity - - - - -
3. Equipment - Records Center Box - - - - -
4. Cost to Store One Cu. Ft. of Records for One Year - - - - -
5. Personnel - Fiscal Year 1963 - [] to handle 92,873 cu. ft. of records (80,847 cu. ft. on hand at end of year, 12,026 cu. ft. destroyed during year).
6. Cost to Service One Cu. Ft. of Records for One Year - - - - -
7. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS PER YEAR IN RECORDS CENTER - - - - -

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CALL RECORDS ADMINISTRATION STAFF [] FOR ADDITIONAL INFORMATION ABOUT THE AGENCY RECORDS MANAGEMENT PROGRAM

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10/30/63.

Distributed to Rec. Officer at Oct 30, 1963
Meeting held in TE-18, 63. Subject of
being held at Rec. Ctr.

ALC's

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C-O-N-F-I-D-E-N-T-I-A-L

August 1963

COMPARATIVE COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS
(2000 PIECES OF PAPER) FOR ONE YEAR IN OFFICE SPACE
AND IN THE RECORDS CENTER

	<u>AGENCY OFFICE</u>	<u>AGENCY RECORDS CENTER</u>	STAT
1. Equipment - - - - -	<div></div>		
2. Space - - - - -			
3. Cost to Store - - - - -			
4. Reference Service (Personnel Costs) - -			
5. Total Cost to Store and Service - - - -			

CALL RECORDS ADMINISTRATION STAFF FOR ADDITIONAL INFORMATION ABOUT THE AGENCY RECORDS MANAGEMENT PROGRAM 25X1